

SUPERIOR COURT OF**COUNTY OF ALAMEDA****JOB ANNOUNCEMENT****EOE/ADA***

*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929

**24 HOUR JOB
HOT LINE #****(510) 208-3906****www.acgov.org/courts****COURT LEGAL RESEARCH ATTORNEY
(CONTRACT POSITION)****PAY RANGE:** **\$2,266.40 - \$2,755.20 Bi-Weekly + Mgmt Benefits****FINAL FILING DATE:** **Friday, October 1, 2004 at 5:00 p.m.****FILING REQUIREMENTS:** **Application packet must include: Completed Court application form, cover letter, title of position, writing sample (not to exceed 5 pages), and three professional references who may be contacted immediately.****Please send to:**

**Superior Court of California, County of Alameda
Human Resources Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612**

The Superior Court of California, County of Alameda is accepting applications for the position of Court Legal Research Attorney (Contract Position). Under general direction, the incumbent researches legal issues and recommends judicial action on criminal and/or civil legal matters in support of law & motion and trial calendars; and performs other related duties as required. The duration of the contract is for an unspecified period of time.

TYPICAL DUTIES

1. Gathers information regarding legal issues presented to the Court, (e.g., motions, pleadings and writs) by conferring with counsel and other parties, conducting informal hearings, and reviewing case files, legal documents and exhibits.
2. Identifies, researches and analyzes legal issues and conflicting legal opinions; researches citations submitted by attorneys; conducts self-directed independent research as may be needed to further clarify issues and reach sound judicial decisions.
3. Prepares comprehensive memoranda detailing relevant legal issues, addressing argument strengths/weaknesses and recommending judicial action.
4. Recommends judicial action, verbally and in written form; on behalf of the judicial officer, prepares court rulings, statements of decision, orders and judgments, and formal appellate bench memoranda.
5. Mediates discovery disputes; conducts *ex parte* hearings; approves *ex parte* orders/applications; may conduct hearings on minor matters in accordance with local policy and need.

6. Confers with Judges, attorneys, court services staff and the public on procedural matters; advises the Court on legal aspects of administrative and operational issues; prepares reports summarizing legislative/judicial action or trends and other matters not directly related to caseload.
7. Updates law library materials and perform other collateral services in support of the assigned caseload and Judges; participates in the development of team resources and services.
8. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Active member in the State Bar of California; completion of a Juris Doctorate and any combination of training and experience that could provide the desired knowledge and abilities.

Knowledge of:

legal principles and applications to matters within area of assignment; scope of statutory law; provisions of the California Constitution; legal research methods; rules of evidence and conduct of proceedings in trial, appellate and United States courts; judicial ethics; word processing and other office automation software.

Ability to:

listen to and interact with counsel and others involved in the assigned caseload; identify legal issues and research statutes and case law; apply legal principles to case facts and make decisions; prepare and present verbal and written legal analyses and recommendations; coordinate work with others; work in an environment with conflicting priorities; recognize and respect limit of authority and responsibility; uphold judicial ethics; work independently and as part of a team.

GENERAL INFORMATION

This is a full-time (contract) position. Employment is contingent upon the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a probationary period. Please be advised that finalist(s) must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

Benefits include health and dental insurance for employee and dependent(s), deferred compensation option, 13 holidays; life insurance; accrual of 10 vacation days and 13 sick days/year; Employee Assistance Program; and Management Benefits (cafeteria plan, educational reimbursement plan, payment of Bar Membership dues, management leave days, and supplemental insurance options).

Distribution: Presiding & Supervising Judges, AOC, Executive Team, Official Bulletin Boards, Legal Newspapers, LRAs, ACBA/Min/Spec Bars, Bar Assns; Co. Depts, City/Co. Psnl, Diversity, HR State/Bay Area Trl Courts, ALACo HR Dept; Law Schls